

ORIENTATION CHECKLIST

Face to face meeting

Locations	
<input type="checkbox"/>	Where is my classroom/s located?
<input type="checkbox"/>	Where is my staff room?
<input type="checkbox"/>	Where are the staff amenities (for example, toilets and eating facilities) located?
<input type="checkbox"/>	Where will I meet my students on the first day?
<input type="checkbox"/>	Where will my students eat lunch? (primary)
<input type="checkbox"/>	Is there a map of playground areas?
Equipment and facilities	
<input type="checkbox"/>	Do I need a key/security code to access my classroom?
<input type="checkbox"/>	Do I need to keep my classroom/staffroom locked if there's no-one in there?
<input type="checkbox"/>	Do I need to organise a sufficient number of chairs, desks or other items for my classroom? If so, where are they stored?
<input type="checkbox"/>	Will the furniture in my room cater for the differing needs of students?
Procedures	
<input type="checkbox"/>	What is the first week program for my students? (secondary)
<input type="checkbox"/>	How do I obtain a class roll/s?
<input type="checkbox"/>	How do I correctly mark my roll/s?
<input type="checkbox"/>	How often am I required to mark and submit my roll/s?
<input type="checkbox"/>	What is the school policy for students entering/leaving my classroom?
<input type="checkbox"/>	What are the rules relating to the playground?
<input type="checkbox"/>	In the event of an emergency in the playground or my classroom, who is my first point of contact?
<input type="checkbox"/>	What is the school-wide procedure for recording student behaviour incidents? (for example, electronic software such as MSB, triplicate record books?)
<input type="checkbox"/>	Is there an in-school communication system?
<input type="checkbox"/>	How do I access daily notices?
<input type="checkbox"/>	What are the procedures for communicating with parents?
<input type="checkbox"/>	What is the school-wide behaviour plan (Responsible Behaviour Plan)?
<input type="checkbox"/>	What is the school assessment policy?
<input type="checkbox"/>	What do I do if I am sick or suffer an injury at school?



ORIENTATION CHECKLIST

Timetables, meetings and calendar of events

- What are the school hours/class times/lunch breaks?
- Will I have a form class in addition to my timetabled classes? (secondary)
- Will I have playground duty?
- When, where and how often do assemblies take place?
- When and where do staff meeting take place?
- Are there teacher meetings that I attend as part of my induction?
- When do specialist lessons commence? (primary)
- Is there a school calendar or list of school events?
- Are there any upcoming events/excursions relevant to my year level/subject areas?
- Will there be a parent information evening/parent teacher interviews, and what are the content areas for this meeting?

Resources

- Am I able to obtain a copy of the class book list/s?
- Are students issued with textbooks or resource hire materials?
- Where are the resources such as stationery and art materials located?
- How do I access the phone, photocopier and the internet?
- How do I book computer/library rooms for my classes?
- How does borrowing through the Resource Centre occur?
- How do I arrange to have a departmental email username and password?
- Where can I access resources relevant to my subject area? (for example, musical instruments, sporting equipment, laboratory equipment, digital cameras)

